

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY

Clinical Nurse Coordinator (Psychiatric) – Administration (Behavioral Health Homes)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 401 W. Thames Street, Bldg. 301, Norwich, CT

Job Posting No: SM110679

Hours: 1st shift, Monday – Friday, 8:00 a.m. – 3:30 p.m. (full-time, 35 hours)

Salary: \$59,089.00 to \$80,010.00 (Annually)

Closing Date: April 20, 2015

Eligibility Requirement: State employees who possess the general and special experience and training may apply. State employees currently holding the above title or those who have previously attained permanent status may apply. DMHAS employees currently holding the above title may apply for lateral transfer.

Will serve as a member of the DMHAS initiative, Behavioral Health Homes. Will liaison across multiple teams, in order to provide comprehensive support and coverage to clients who must be served through multiple divisions.

Duties may include but not limited to:

Responsible for developing, coordinating, monitoring and evaluating services for BHH clients living in various community settings; Performs comprehensive care management, care coordination, health promotion, transitional care, individual and family support services; acts as a liaison between the SMHA and community health providers; serves as the liaison to the administrative services organization and develops plan to monitor utilization of community resources; assists in recovery plan goal development for BHH clients with co-occurring chronic conditions; may conduct health screenings; may facilitate health education groups; may interview clients, develop and distribute questionnaires and surveys; develops community health resources and maintains positive working relationships with providers; writes clinical program objectives, policies, procedures and manuals; development of training protocols on chronic conditions and other health promotion, wellness and prevention initiatives; may develop and conduct in-services for staff; acts as a resource person to staff and community; provides on-going consultation and monitoring of services; conducts chart audits to monitor documentation and progress on health goals and outcomes; prepares reports and statistical summaries; may clinically supervise direct care staff in the provision of BHH services; performs related duties as required.

General Experience and Training: Three (3) years of professional nursing experience.

Special Experience: One (1) year of the General Experience must have been at the level of Head Nurse working with the type of clients indicated by the parenthetical title.

Substitutions Allowed: 1. A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience. 2. A Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

Special Requirements: Incumbents in this class must possess and retain a license as a registered nurse in Connecticut. Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

Note: Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Supervising Clinician applying to a Supervising Clinician posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Arnetia Douglas, Human Resources Assistant, Southeastern Mental Health Authority, 401 West Thames Street, Building 301, Norwich, CT 06360
Phone: (860) 859-4651 - FAX: (860) 859-4792 Email: MHA-SMHA-RECRUIT@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers.

Women, minorities and persons with disabilities and in recovery are encouraged to apply. **P-1**